

Action words

Showcasing achievements, experiences and skills



Make your job application stand out using action words to describe your achievements, experiences and skills.

Communication

Providing Information

advised
articulated
briefed
clarified
communicated
conveyed
detailed
explained
provided
presented
reported
responded
shared

Written Documentation

composed
corresponded
documented
drafted
edited
formatted
publicised
recorded
revised
translated
wrote

Influencing Others

advocated
assured
challenged
convinced
influenced
lobbied
marketed
persuaded
promoted
proposed
recommended
represented
suggested

Learning

Skill / Knowledge

Aquisition
consolidated
developed
experienced
familiarised
gained
mastered
observed
perfected
received feedback
studied
upskilled

Collaboration

Helping Others

accompanied
aided
assisted
contributed
educated
guided
offered
supported
trained
volunteered

Team Building

coached
counselled
empowered
encouraged
fostered
mediated
mentored
motivated
nurtured
unified
valued

Working With Others

canvassed
collaborated
connected
consulted
discussed
engaged
facilitated
liaised
listened
negotiated
participated
referred

Leadership

Managing or Leading Others

approved
authorised
chaired
delegated
directed
endorsed
led
managed
monitored
oversaw
supervised

Organisation

Managing Information

audited
catalogued
collated
collected
compiled
distributed
filed
gathered
located
structured

Task Coordination

allocated
arranged
assigned
coordinated
handled
organised
planned
prioritised
scheduled
set up

Compliance

Following Set Procedures

adhered
administered
enacted
ensured
fulfilled
implemented
maintained
operated
operationalised

Initiative

Being Proactive

accounted for
addressed
anticipated
capitalised
intervened
prevented
proceeded
processed
protected
systematised

Critical Thinking

Investigating

ascertained
audited
examined
explored
interrogated
investigated
probed
researched
scanned
surveyed

Testing and Measuring

benchmarked
experimented
forecasted
gauged
inspected
measured
modelled
predicted
projected
simulated
tested
tracked
triated

Problem Solving

devised
escalated
formulated
navigated
overcame
rectified
resolved
simplified
streamlined
troubleshooted

Adaptability

Responding to Change

adapted
adjusted
adopted
altered
amended
combined
converted
customised
differentiated
incorporated
integrated
modified
refined
tailored

Critical Thinking

Examining or Interpreting Findings

analysed
concluded
detected
diagnosed
discovered
extrapolated
interpreted
summarised
synthesised
uncovered

Evaluating and Judging

appraised
assessed
compared
contrasted
critiqued
evaluated
judged
reviewed
validated
verified

Decision Making

applied
considered
decided
defined
exercised
focused
identified
prepared
progressed
recognised
reinforced
selected

Achievements

Skill Demonstration

accomplished
achieved
acquired
attained
completed
conducted
delivered
demonstrated
displayed
exhibited
performed
showed
succeeded
utilised

Achievements

Quantitative Outcomes

decreased
doubled
eliminated
exceeded
expanded
increased
minimised
published
reduced

Qualitative Outcomes

advanced
enabled
enhanced
enriched
expedited
improved
revitalised
secured
strengthened

Initiating a Project

built
commenced
constructed
established
founded
initiated
instigated
introduced
launched
pioneered
spearheaded

Creating or Designing

conceptualised
created
customised
designed
developed
generated
innovated
produced
shaped
transformed
visualised

Seek expert support from the JCU Careers and Employability Team

Whether you're applying for part-time work, an internship or a graduate position, our team is here to help you refine your written application and prepare for interviews. Book your personalised appointment for tailored assistance through CareerHub: <https://careerhub.jcu.edu.au/s/jcu-australia/appointments>.